Guideline of

Project work/Field Work/Proposal Writing

for MPA Private Students

Central Department of Public Administration
Tribhuvan University
Balkhu

1. The subjects for field work

Subjects	Full marks	Project work / Field work
PA 610 Research Methods in Public Administration	50	10
DM 621 Planning & Project Management	100	20
DM 622 Study on Human Development	100	20
HRD 631 Human Resource Development	100	20
HRD 632 Personnel Administration in Nepal and SAARC Countries	100	20
LGD 641 Rural Development	100	20
LGD 642 Urban Governance & Development	100	20
CSG 651 Civil Society Governance	100	20
CSG 652 NGO & Development in Nepal	100	20
PPA 661 Public Policy Analysis	100	20
PPA 662 Public Policy Development & Implementation	100	20

2. Activities of field work and proposal writing.

- Writing proposal for Research Methods in Public Administration-II. (Proposal)
- Writing report for the specialization subject. This is mini thesis.
- Students can write Report on the basis of same proposal which is prepared for the Research Methods in Public Administration-II.
- We hope such activities might be helpful to develop student's creativity in writing.

3. Evaluation criteria

• 50 % evaluation by Central Department of Public Adm.
•50 % evaluation by Office of the Examination Controller

4. The evaluators of Report and Proposal

Students' proposal and report are evaluated by professor of CDPA & OEC as:-

1.Central Department of Public Administration, Tribhuvan University, Balkhu

2. Office of Examination Controller, Tribhuvan University, Balkhu

•Therefore, students should submit two/two copies of same proposal and report.

5. Structure of Proposal.

1.Background of the study
2.Statement of the problem
3.Objectives of the study
4.Significance of the study
5.Literature review/Conceptual framework (optional)
6.Methodology(Research design, Population, Sample, Source of data, Data analysis is to be included)
7.Limitation of the study
8.Organization/Structure of the study
9.Bibliography (American Psychological Association -APA format)

6. Structure of Report.

Basic 5 chapter are as:-

- Chapter I Introduction (Background, Statement, Objectives, Significance, Limitation, Structure of the report)
- Chapter II (Literature review)
- Chapter III (R. Methodology)
- Chapter IV(Data presentation and analysis)
- Chapter V(Summary, Finding and Conclusion)
- Bibliography (American Psychological Association -APA format)

7.Format of front page.

- Title of the subject with subject code number.
- Title of the research
- Submitted by: Personal information (Name, Second Year's Exam Roll no., email, Phone no., TU Registration No., Private or Regular)
- Submitted to: Central Department of Public Administration, Tribhuvan University, Balkhu
- Purpose
- For example:-

Report on/Proposal on

Title of Report/Proposal

… ……. …….

Submitted by:

Name:……..

TU 2nd year exam Roll No:……

TU Registration No.:……

Email Id:……

Phone No.:……..

Name of subject with code no.:……

Submitted to:

Central Department of Public Administration

Tribhuvan University, Jamal

This proposal/report is submitted for partial fulfillment of Master of Public Administration Degree

Date:……..

Declaration

…… …….. …… ……
…….

Signature
Name:
Roll No:

Abbreviation

Acknowledgements

Table of contents

8.Guideline to prepare proposal and report are as:-

•**Pr**oposal- 2000 words (At least 10 References)
•Term Paper/ Project work/ Report of Masters in Public Administration- 7000 words (at least 15 References)
•Referencing System: developed by ‘American Psychological Association’ (APA System)
Note: The length of thesis is subject to change on the basis of nature of thesis work.
Font: Times New Roman
Size: 12
Line Spacing: 1.5
Margin: 1 Inch

9.To submit report/proposal

•At Central Department of Public Administration.
•Bank accounts to pay fee is:
==========
Fee for per subject: Rs. 1000/
Central Department of Public Administration
Nepal Bank Limited
2170010019304100000 1
Kantipath
==========

10. Fee structure

- For Research proposal – Rs. 1000/
- For Specialization Subject I – Rs. 1000/
- For Specialization Subject II – Rs. 1000/
- Those students who write Thesis in case of Specialization subject I or II she/he has to pay only 2000/ and those do not write thesis, should pay Rs. 3000/ in total.

11. Language of proposal & report writing:-

- As per wish of student
- Nepali
- English

12.Date of Submission of Report and Proposal

- Students should submit proposal and report immediate after examination.
- Within 35 days of notice of CDPA

Thank You